SIS2000+ Training Manual

<u>Mark Reporting</u>

Mark Reporting Set-Up Process

Using the Mark Reporting Set-Up Applications:

- Timeline
- Definitions
- Track Marks
- Mark Values
- Comments

Pre-Requisites

Prior to starting the Mark Reporting Set-Up Process, certain tables need to have been set-up in the Table Editor. For information on how the tables need to be defined, refer to the **'Preparing for Mark Reporting'** document. Refer to the '**Mark Reporting Exercises**' document in preparation for the Set-Up Process as well.

Purpose

The Mark Reporting Set-Up process involves a great deal of planning and preparation. Through the Set-Up process, you will be defining what Marks are taken for selected courses, and when. Once the proper tables are set-up, the Mark Reporting Set-Up Applications must be used in preparation for the actual processing of Marks and printing of related reports.

The Mark Reporting Timeline that you create will dictate the use of the Mark Reporting Entry Applications, so an initial understanding of those applications is important as well.

Training Objectives

Develop an understanding of the Mark Reporting Process

- General Principles
- Entry Applications

Understanding the Mark Reporting Timeline

- Mark Reporting Timeline and its relation to the Track
- Creating your Timeline

The Mark Reporting Set-Up Applications:

- Timeline
- Definitions
- Track Marks
  - Master Schedule
- Mark Values
  - District Courses
- Comments

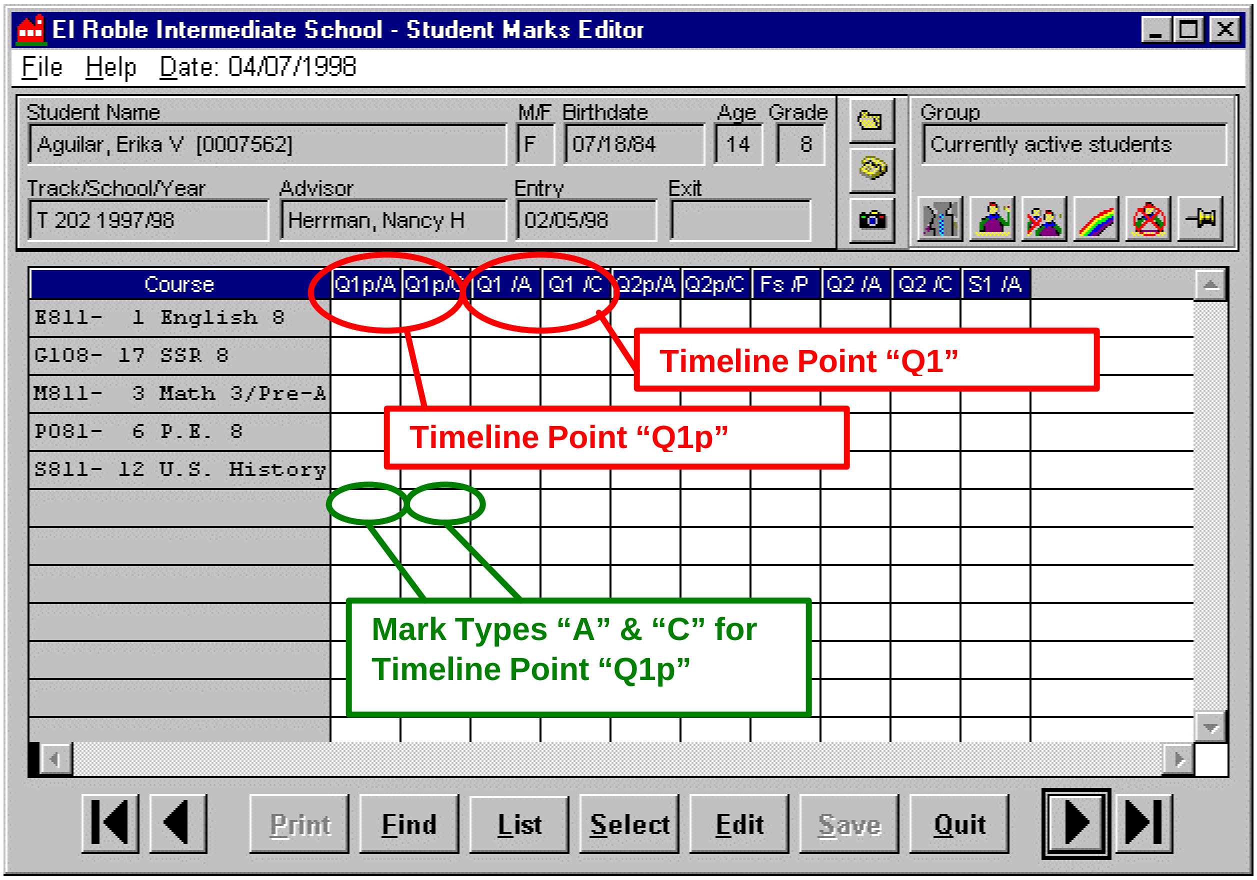
Overview of the Mark Reporting Process

Mark Reporting in SIS2000+ is completely flexible and can be customized to meet the needs of any type of track. It can be set-up for a semester school, a trimester school, a quarter school, or any other type of track that a school would use. You can combine two different types of tracks. You can collect both semester and trimester grades for a semester track. The Mark Reporting Timeline that you create is not tied to your track. You can set up special Mark Reporting Terms, or you can use the same terms that your track uses. It is completely up to you. Because of this flexibility, the Mark Reporting Set-Up Process is very detailed. But the end result is a completely custom Mark Reporting Timeline that you've designed to meet the needs of all of the courses in any of your tracks.

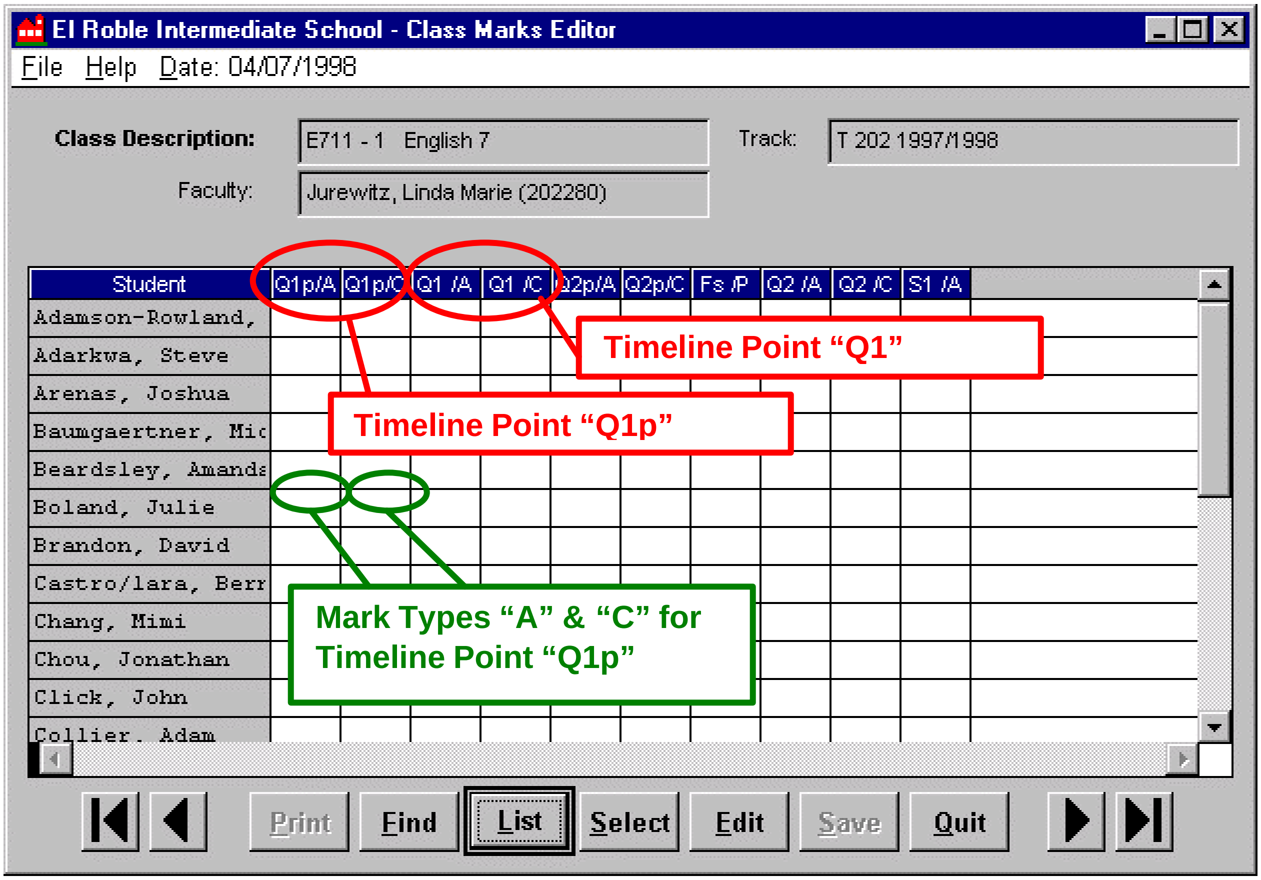
When it comes time to enter grades (hereafter referred to as "Marks") that students have earned in their courses, either the Student Marks or Class Marks application may be used. The Student Marks application is used to enter Marks for one student at a time. This is done in a spreadsheet-style format with one student displayed at a time, with the student's schedule in the first column of the grid. Class Marks is used to enter Marks for a course, one section at a time, in a spreadsheet-style format with a class roster listing in the first column.

In both applications, the spreadsheet grids where Marks are entered are essentially the same. The columns displayed represent the Mark Reporting points that will be defined through the Table Editor and Mark Reporting Set-Up Applications. Through the process you are about to undertake, you will be creating a **'Mark Reporting Timeline'** that lays out when, during the school year (based on the Mark Reporting terms you will create in the Table Editor), you will be collecting and processing Marks. You will also be specifying what "type" of Marks (**'Mark Types'**) will be collected at each point ('Academic', 'Conduct', 'Effort', etc.).

Particular points in the Timeline will be grouped together into what are called **'Mark Definitions'**. Then, courses will be linked to Mark Definitions. This will define which Timeline Points will be associated with each class; and in turn, the order in which these points are displayed in the columns seen in the Mark Reporting Entry Applications.



Student Marks Entry Screen showing a student's schedule and the Timeline Points with their corresponding Mark Types.



Class Marks Entry Screen showing the Mark Reporting Timeline Points and Mark Types collected for a particular course. (Timeline Point / Mark Type)

The column headers are abbreviated codes for each **Mark Reporting** **Timeline Point** and its associated **Mark Type**.
In this example, the first **Timeline Point** is called 'Q1p' for "Quarter 1 Progress Report". The code used here comes directly from the Mark Reporting Term Code that will be defined in the Term Codes table in the Table Editor.

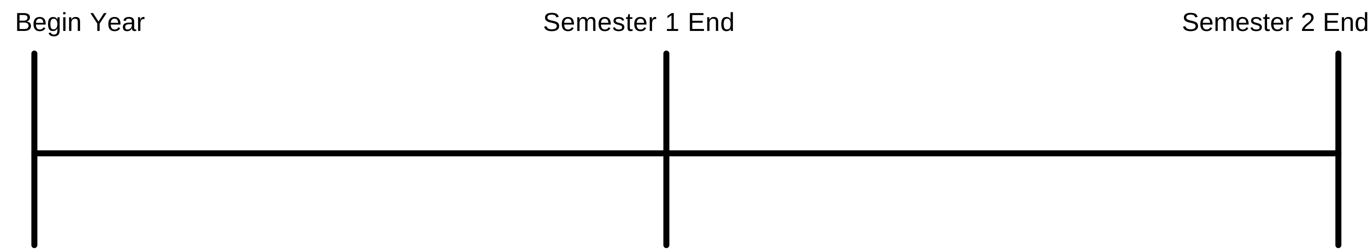
This point has two **Mark Types** associated with it ('A' for "Academic" and 'C' for "Conduct"). These codes come from the Mark Type Codes that you will define in the Table Editor.

The columns are displayed in **Timeline Point** order, which will be defined in the Timeline application. Then alphabetically within each Timeline Point based on the first letter of each **Mark Type** ('A', then 'C'). How you name your Mark Types directly affects the display of the Mark Entry screen.

Understanding the Timeline

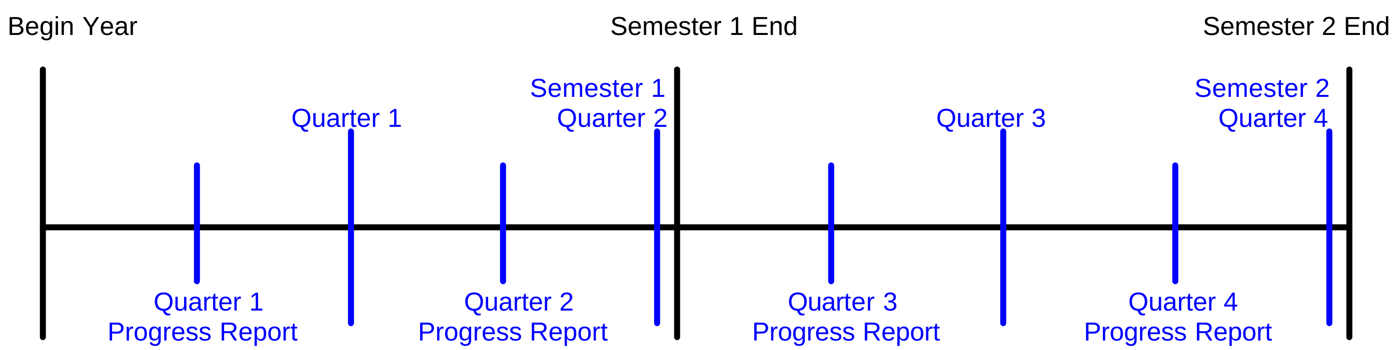
There are several things that need to be set-up before the Mark Reporting applications can be used. But before you do any set-up, it may be useful for you to have a general understanding of how Mark Reporting, and its pieces fit together and relate to your Track.

The following Timeline represents a traditional Track (in black) with two terms, called "Semester 1" and "Semester 2".



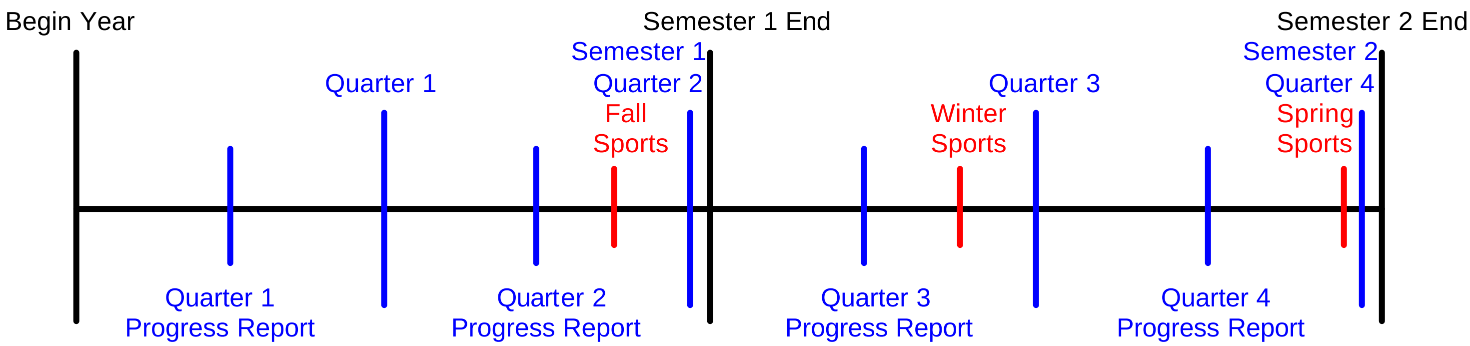
Timeline 1

Through Mark Reporting, you define points in time when you collect Marks throughout the school year. The points can follow (be the same as) your Track Term begin and end markers, but they do not have to. You can gather Marks at any point in the timeline, as you see fit. Below, in blue, are the timeline points that have been defined for this track.



Timeline 2

You can see here that it is useful and logical for your Mark Reporting timeline to be related to your Track timeline. A feature of the SIS2000+ Mark Reporting timeline, however, is that the Mark Terms do not have to be related to the timeline for special grading periods. An example would be if your school awards Marks for Athletics, which generally follow a trimester pattern (Fall, Winter, and Spring) as opposed to the Semester timeline you have defined in your track. To do this, you simply insert these Mark Reporting Points into your timeline wherever you see fit. An example is given below in red.



Timeline 3

From this point on, the above timeline will be referred to as your "Virtual Timeline", since it is a draft of what your Timeline will look like; and for the purpose of keeping it separated from the actual Timeline that you will be creating later on through the applications. Once you have an outline of how you will set-up your Mark Reporting Timeline, you can begin the Mark Reporting Set-Up process.

> *Now, go back to the* ***Mark Reporting Exercises*** *handout and create your Timeline on paper before moving on. After you have an outline of how you will set-up your Mark Reporting Timeline, you can begin the rest of the Mark Reporting Set-Up process.*

Setting-Up Mark Reporting

TABLE EDITOR SET-UP

Before you can use the Mark Reporting applications, there are several tables that must have been set-up through the Table Editor, under the System Menu. Refer to the **'Preparing for Mark Reporting'** document if this has not yet been done.

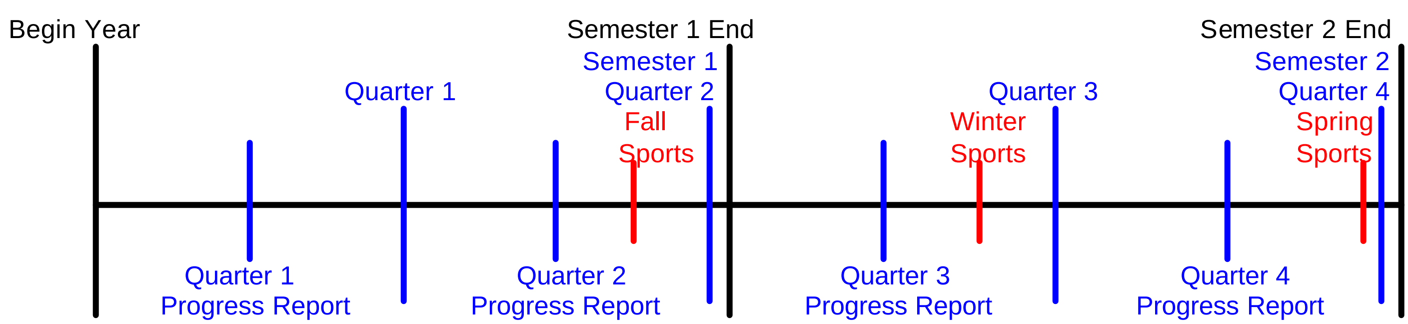
MARK REPORTING SET-UP APPLICATIONS

There are five Set-Up Applications that you need to go through to be able to enter Marks into SIS2000+. They are used to define your Timeline, your Mark Definitions, which Mark Definitions will be used for each track, what the values of your Mark Sets will be, and what comments will be used on your Report Card.

TIMELINE

This is the first of the Mark Reporting Set-Up applications that needs to be completed. As you go through this application you will want to keep our "Virtual Timeline" in mind.

Follow the Timeline you created on paper as you create the actual Mark Reporting Timeline for your school.

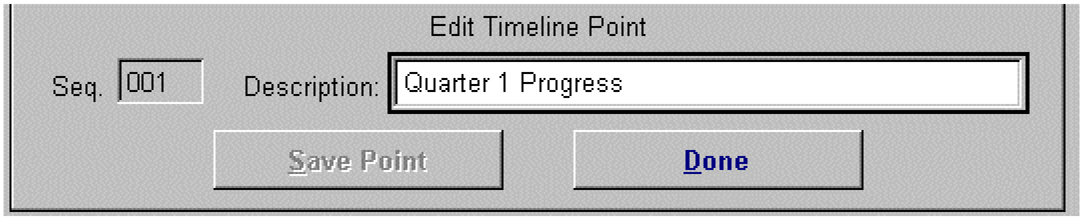


Open the Timeline Application

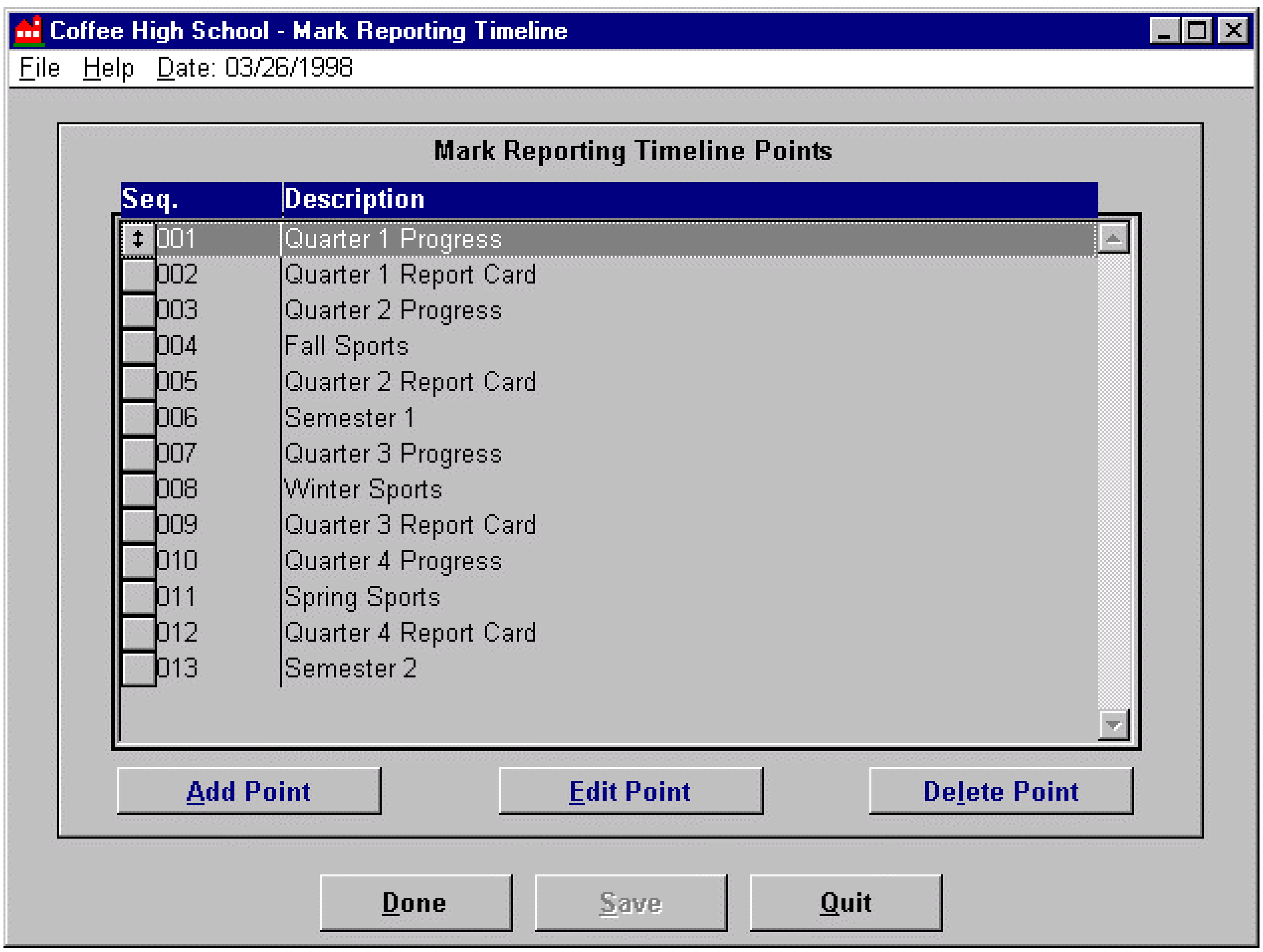
Click **Edit**, and then Click on **Add Point** to begin working on your actual Mark Reporting Timeline.

Type the description of your first timeline point and click **Save Point**.
The sequence number will fill in automatically as you add each timeline point. You can actually enter the points in any order you want and re-sequence them later.

To edit a Timeline Point, simply select the point you want to edit and click **Edit Point**. You cannot edit the sequence number through this window.



Here's what the *Add Point* ***and*** *Edit Point* ***screens look like.***



Here's an example of a completed *Mark Reporting Timeline* ***(after Edit has been clicked).***

You can see how the actual Mark Reporting Timeline is very similar to the "Virtual Timeline" prepared before starting this application. Remember, you can name these points however you want, but it is recommended that you keep them similar to your Track Term names for simplicity.

Also in this shot, you can see the sequence numbers. Next to each number is a small gray box. These boxes are used for re-sequencing your Timeline Points after they have been entered. You simply click on the box next to the number you want to re-order, and drag it up or down through the Timeline to the appropriate place that it belongs. Timeline Points sequenced after the Point you moved will automatically be re-numbered to correspond to the change you just made. NOTE: This can only be done if you are in Edit mode.

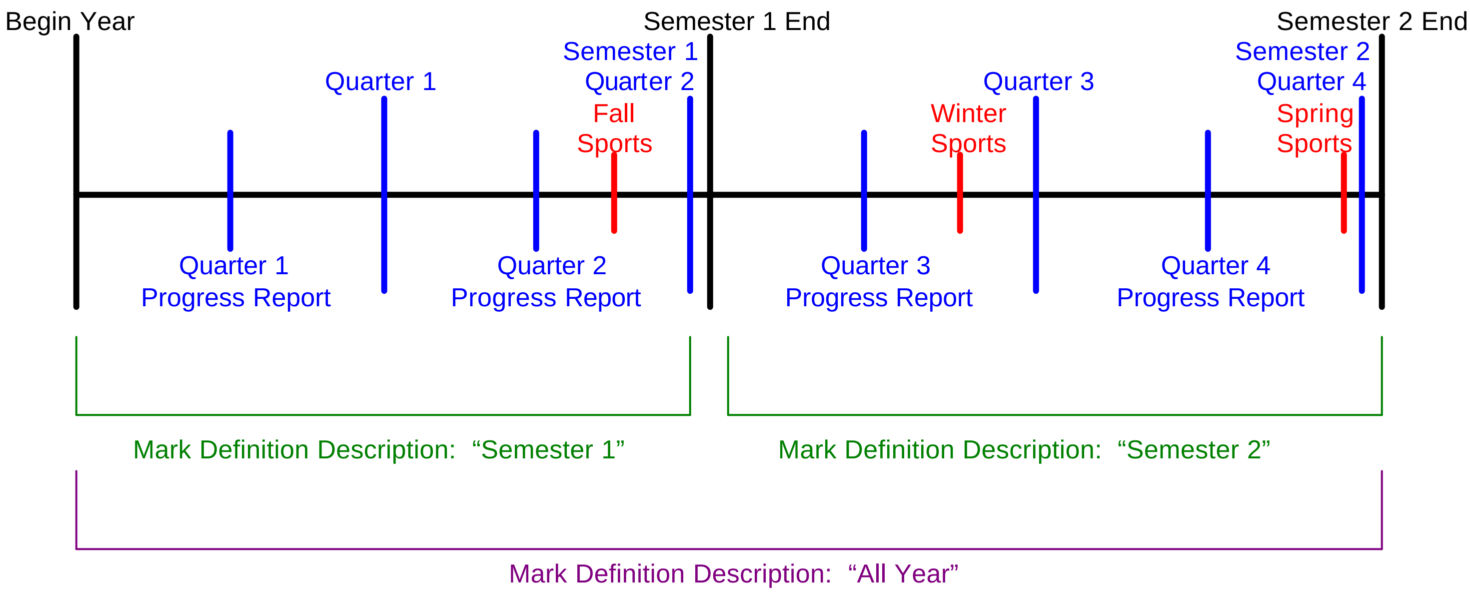
If at any time you decide to no longer use a Timeline Point, you can select the Point you want to remove and click **Delete Point**. A message will come up asking if you really want to delete it and you should make the appropriate selection. **If a Timeline Point has already been used in any of the other Mark Reporting applications, you will not be allowed to delete it**, and you will receive a message to that effect on your screen.

Once your Mark Reporting Timeline is defined, you can move on to the **Definitions** application.

DEFINITIONS

A Mark Definition is a user-selected set of Mark Reporting Timeline Points. Through the Definitions application you will be assigning Timeline Points to each Mark Definition. In other words, in the Mark Definition that is called “Semester 1”, you will include all of the Timeline Points that you want to collect and process Marks for during Semester 1.

Take a look at our “Virtual Timeline” and decide which Timeline Points you want to include in which Mark Definition:



You can see here that in the Mark Definition called “Semester 1” the following Marks will be collected and processed:

- Quarter 1 Progress Report, Quarter 1 Report Card, Quarter 2 Progress Report, Fall Sports, Quarter 2 Report Card, and Semester 1 Marks.

The “Semester 2” Mark Definition will encompass its appropriate Mark Reporting Timeline Points; and the “All Year” Mark Definition will be set-up to include ALL points in the Timeline.

> ***Now, go back to the Timeline you created on paper and draw brackets around the Timeline Points that will be included in each of your Mark Definitions (as shown in the above illustration).***

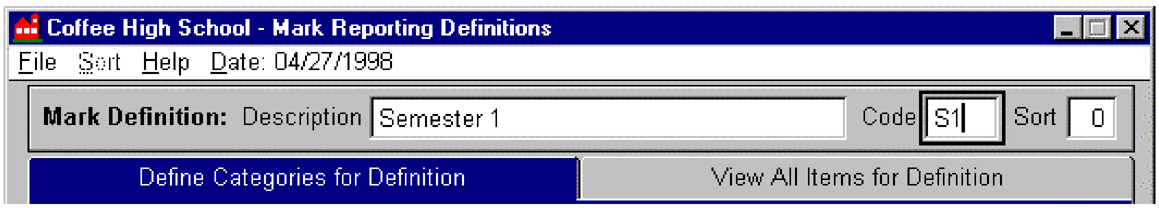
We will later see how this relates to the Master Schedule and each course in particular, but first we will continue with setting-up the Mark Definitions and placing the appropriate Timeline Points into each one.

Create Mark Definitions

Open the **Definitions** application, under the Mark Reporting menu.

Once you've created your Timeline, both on paper and in the **Timeline** application, and have figured out how you want to divide your Timeline Points into Mark Definitions, you can begin adding your Mark Definitions. Remember that a Mark Definition is a grouping of Timeline Points. First, we will be creating (naming) Mark Definitions to which we will later associate Timeline Points.

Click **Add** from the bottom of the screen. The three fields across the top of the screen will become activated and you can enter in the Description, Code, and Sort Order of your new Mark Definition.



Top portion of the Definitions screen with information entered for Mark Definition 'Semester 1'.

Save your new Mark Definition. Now you can click **Add** again and add another Mark Definition right now, or you can move on to the next step, adding and/or editing Categories for your Mark Definition(s).

Add / Edit Categories in Your Mark Definitions

Open the **Definitions** application, under the Mark Reporting menu.

Use the **List** feature or the **VCR buttons** to navigate through the Mark Definitions that you have named through the Table Editor.

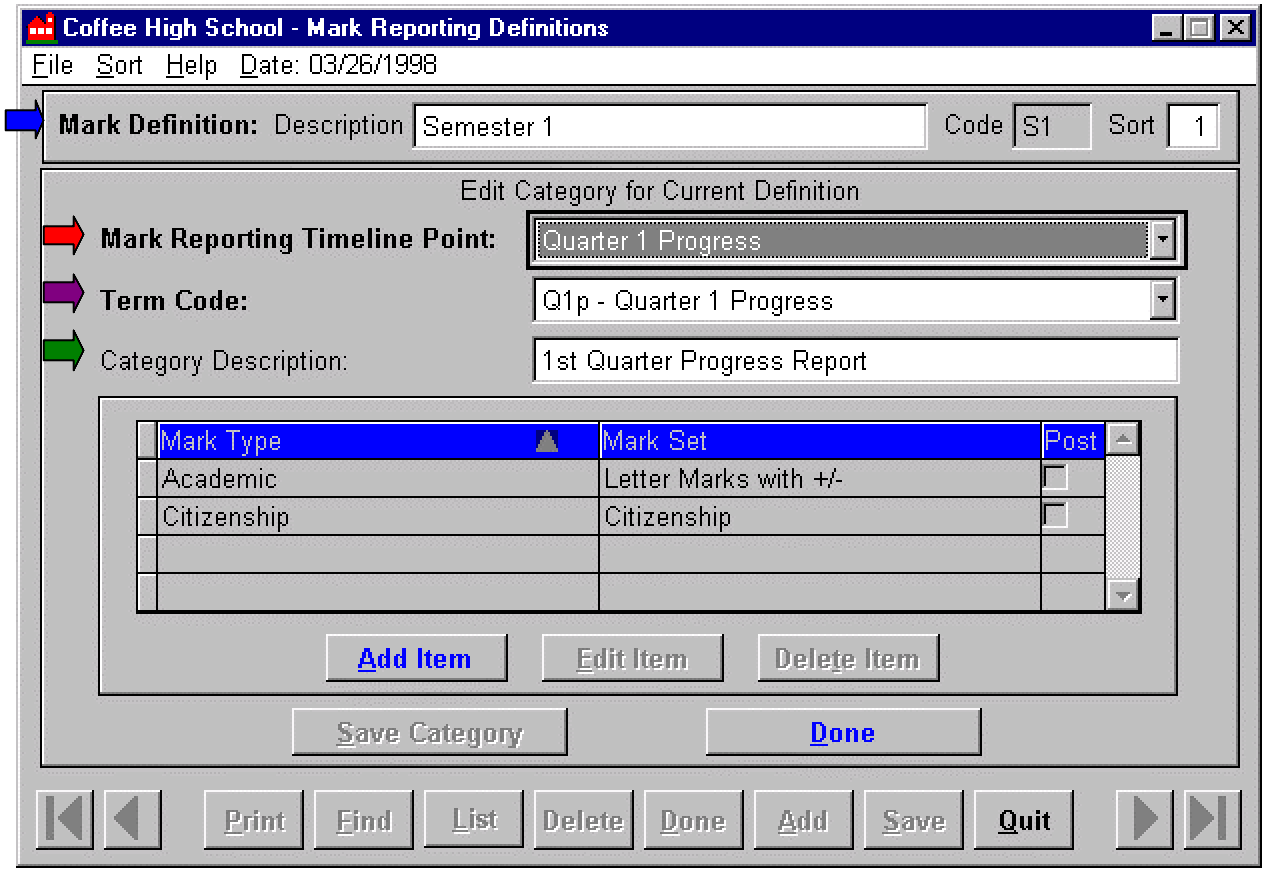
Once you have selected the appropriate Mark Definition, you are ready to define the Categories for that Definition. Categories include the Timeline Points you just defined, the term that each point falls under, and a user description of each category. Click **Edit** and then **Add Category**.

Now you will select the first **Mark Reporting Timeline Point** that you want to add to the Mark Definition. These are the Points that you just defined in the Timeline application.

Then, select the Mark Reporting **Term Code** that corresponds to the Timeline Point you just selected. Each Timeline point must have its own Mark Reporting Term defined because each term can only be used once in each Mark Definition. These terms are coming from the Term Codes table (zterm) that was set-up earlier through the Table Editor.

Then, you must type in a **Category Description**. This can be called whatever you want to call it, but you will likely want to name it in a similar fashion to the Timeline Point and Term that you have already selected. The names and codes used are very similar in this example. This was done to ensure that the correct Timeline Point would be associated with the correct term, and used in the appropriate Mark Definition. Now you can Save your Category.

To edit a category, simply select the category you want to change, click **Edit**, and make the necessary changes.



Here's an example of the *Add / Edit Category* ***Screens.***

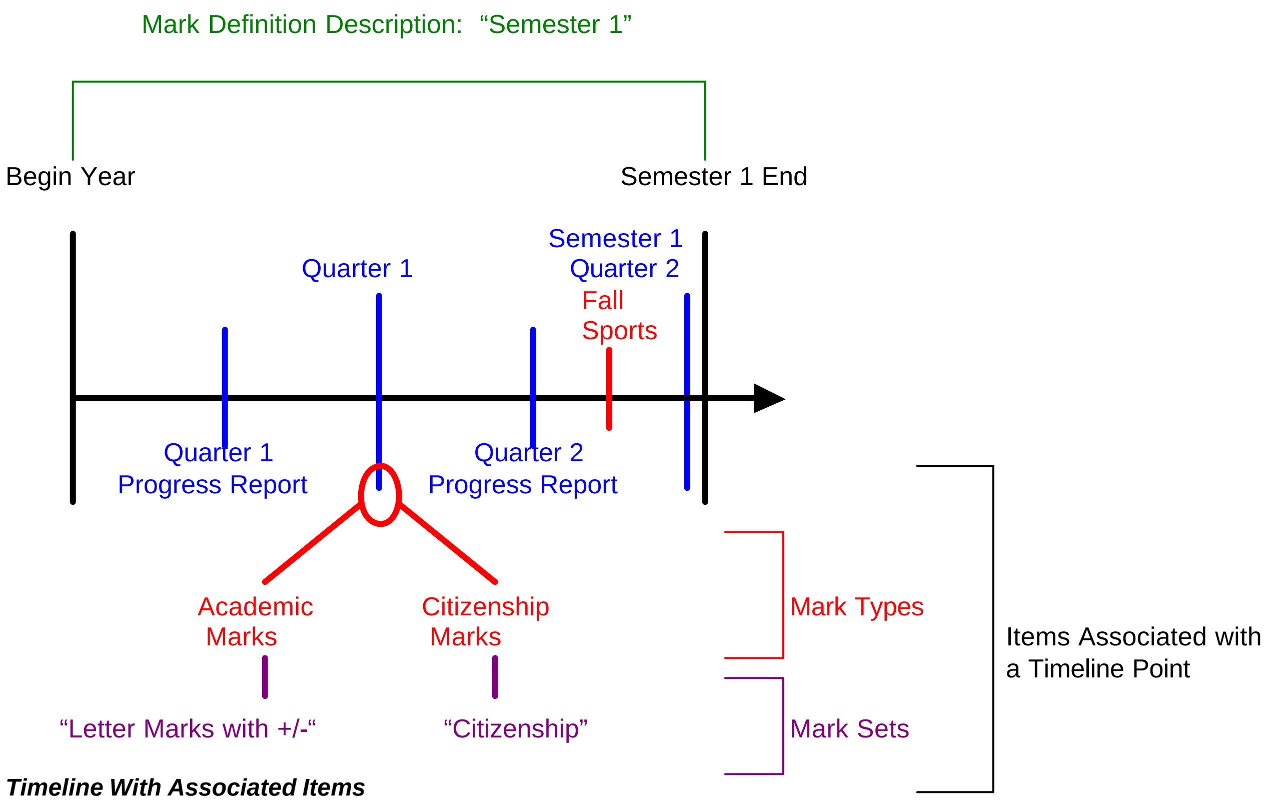
Here you can see that "Semester 1" is the **Mark Definition** being worked on and that we're editing the "Quarter 1 Progress" **Mark Reporting Timeline Point**. It is assigned to the "Q1p – Quarter 1 Progress" **Term Code** and the **Category** is named "1st Quarter Progress Report".

Add / Edit Items for Each of Your Categories

In the above example, you can also see that this Category has some **Items** associated with it. Items are added to a category here by clicking **Add Item**. Items define what types of Marks ('Mark Type') and what sets of Marks (Mark Set) will be collected and processed at this Point in the Mark Reporting Timeline.

Remember that **Mark Type** refers to the type of Marks you will be collecting at each Timeline Point, such as 'Academic' Marks and 'Citizenship' Marks. Mark Set refers to the actual Marks that will be collected for each of the Mark Types.

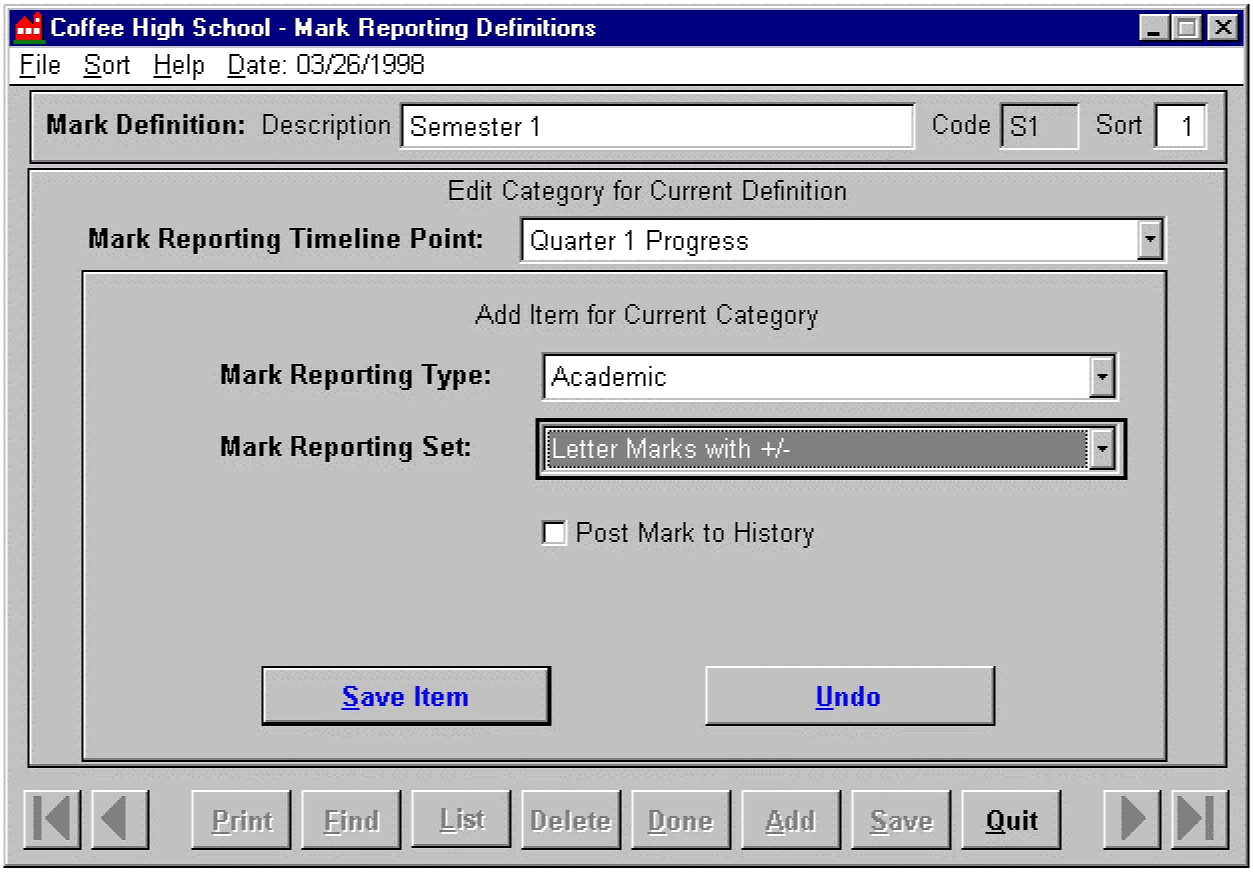
Here's how this logic fits into your "Virtual Timeline":



Timeline With Associated Items

In these illustrations, you can see that for the "Quarter 1 Timeline Point" both Academic and Citizenship marks will be collected, and that "Letter Marks with +/-" and "Citizenship" Marks will be used respectively. These codes come from the Mark Type Codes table and the Mark Set Codes table that were defined earlier through the Table Editor. **Editing** and **Deleting** are performed the same here as they are in all SchoolNet applications. Select the Category, click the button and Edit or Delete the Item you want.

Again, go back to your Timeline and fill in the Mark Types and corresponding Mark Sets for a few Timeline Points, as shown in the above illustration.



Here's a shot of the screen that comes up when you choose to Add or Edit items.

Here, the "Academic" **Mark Reporting Type** is being added to the "Quarter 1 Progress" **Mark Reporting Timeline Point**; and that "Letter Marks with +/-" is the **Mark Reporting Set** that will be used when collecting and processing the Marks for this Category.

The **Post Mark to History** check-box is used if the particular item will be posed to the students' academic history (transcript). You will likely only check this off for Semester Marks, not Quarter Progress or End of Quarter Marks. Also, you will likely only check this for Semester Academic Marks, not Semester Behavior Marks if you choose to collect Behavior Marks at the end of the Semester.

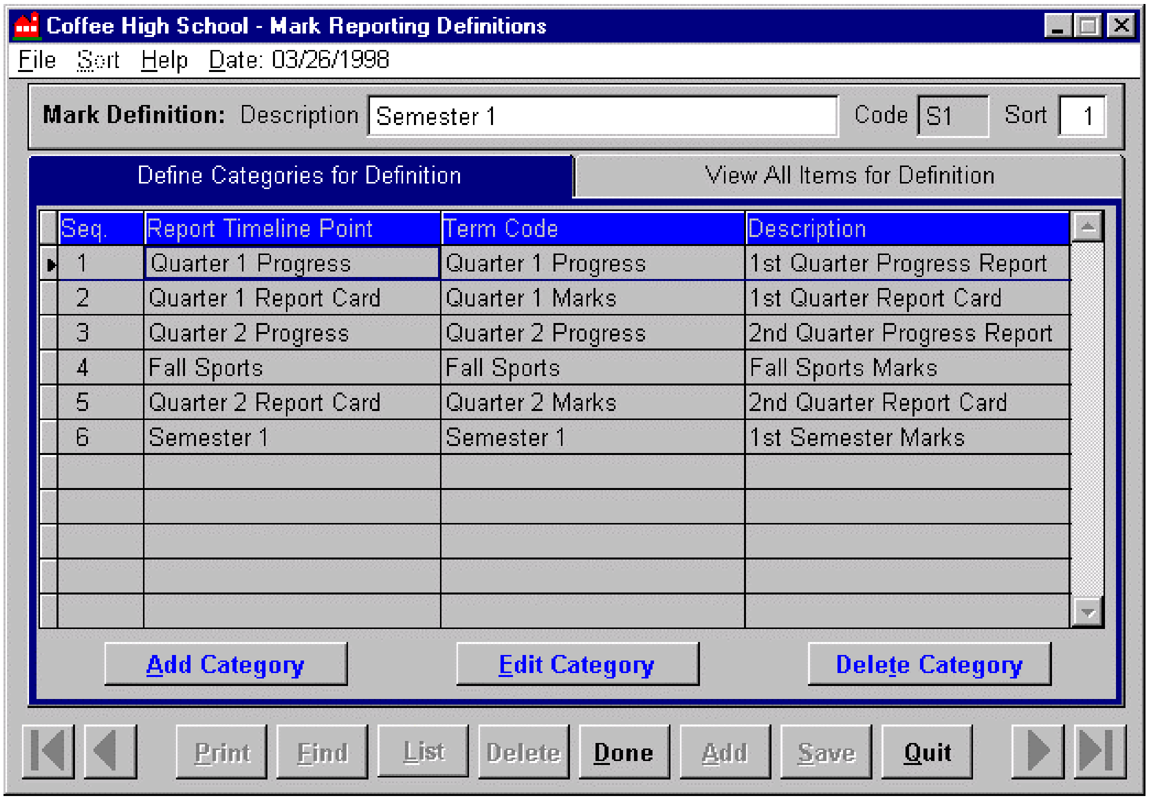
Examples of Completed Mark Definitions

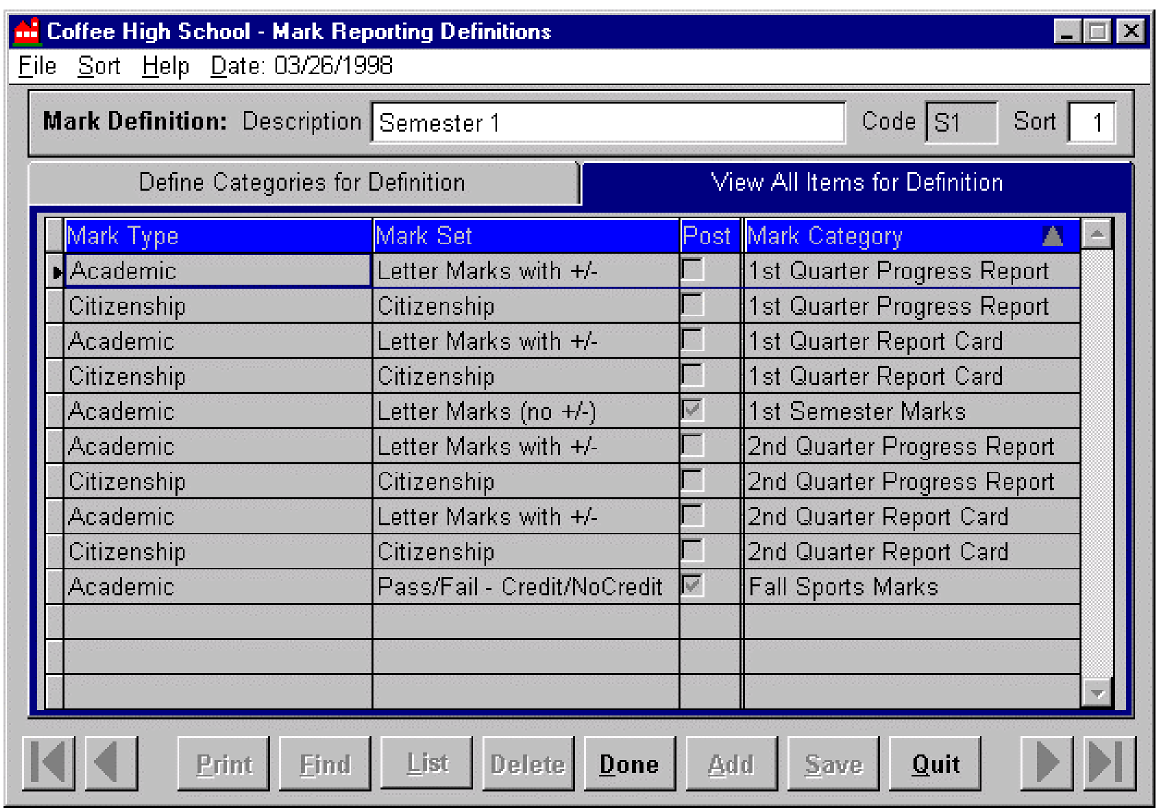
The following pages show a complete set-up for the "Semester 1" and "Semester 2" Mark Definitions as they would apply to the Timeline that has been used as an example throughout.

The Define Categories **tab is shown first with the Sequence Number (from the Timeline application), Report Timeline Point, Term Code, and Description of each of the Categories.**

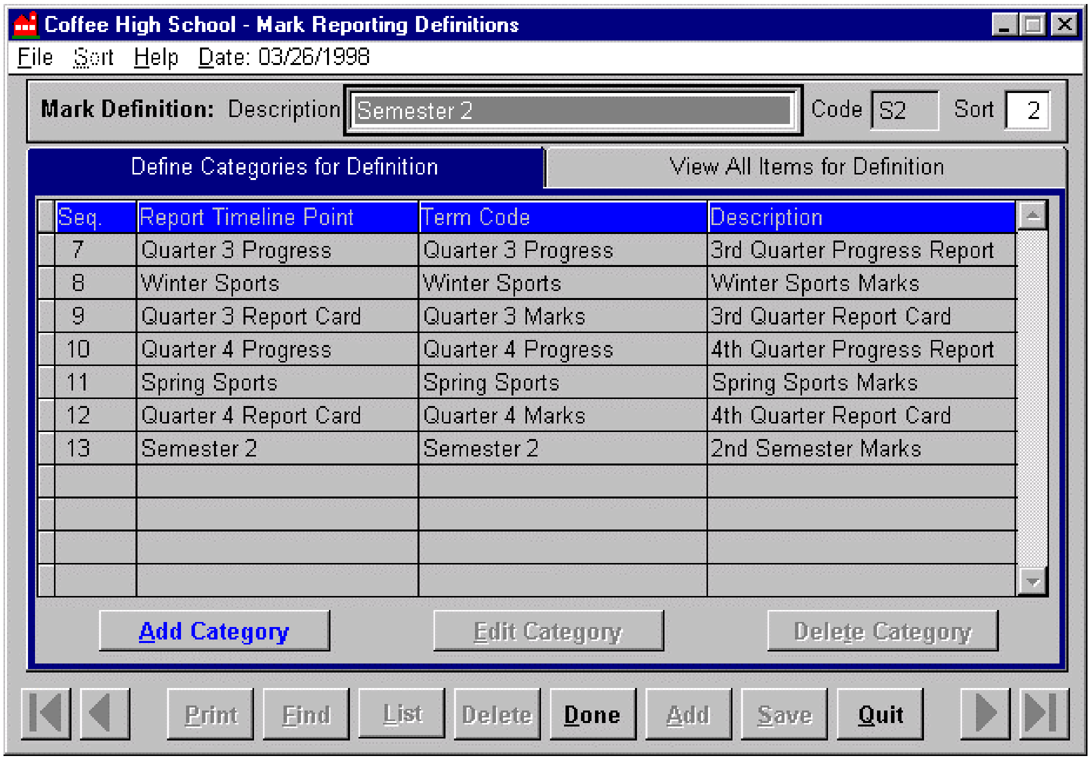
Then, the View All Items for Definition, **tab is shown. This shows what Mark Type and Mark Set you have** added for each Mark Category.

"Semester 1" Mark Definition

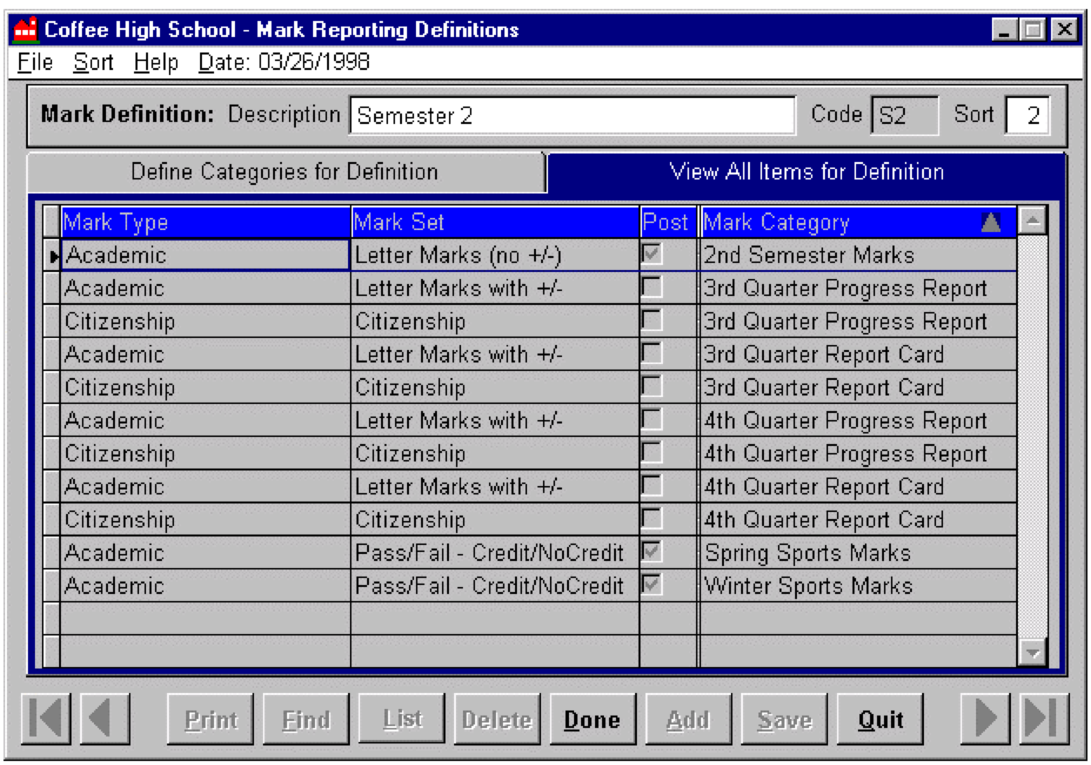




"Semester 2" Mark Definition



Seq.	Report Timeline Point	Term Code	Description
7	Quarter 3 Progress	Quarter 3 Progress	3rd Quarter Progress Report
8	Winter Sports	Winter Sports	Winter Sports Marks
9	Quarter 3 Report Card	Quarter 3 Marks	3rd Quarter Report Card
10	Quarter 4 Progress	Quarter 4 Progress	4th Quarter Progress Report
11	Spring Sports	Spring Sports	Spring Sports Marks
12	Quarter 4 Report Card	Quarter 4 Marks	4th Quarter Report Card
13	Semester 2	Semester 2	2nd Semester Marks



Mark Type	Mark Set	Post	Mark Category
Academic	Letter Marks (no +/-)	☑	2nd Semester Marks
Academic	Letter Marks with +/-	☐	3rd Quarter Progress Report
Citizenship	Citizenship	☐	3rd Quarter Progress Report
Academic	Letter Marks with +/-	☐	3rd Quarter Report Card
Citizenship	Citizenship	☐	3rd Quarter Report Card
Academic	Letter Marks with +/-	☐	4th Quarter Progress Report
Citizenship	Citizenship	☐	4th Quarter Progress Report
Academic	Letter Marks with +/-	☐	4th Quarter Report Card
Citizenship	Citizenship	☐	4th Quarter Report Card
Academic	Pass/Fail - Credit/NoCredit	☑	Spring Sports Marks
Academic	Pass/Fail - Credit/NoCredit	☑	Winter Sports Marks

TRACK MARKS

After Mark Definitions are created, they must be associated with specific Tracks in order to be used (in the same manner that courses must be assigned to a Track in order to be scheduled). Later, the Definitions will need to be associated with specific courses; but that can't be done until the Mark Definitions are first assigned to the same Track(s) as the courses you will be collecting and processing Marks for.

Assign Mark Definitions to Tracks

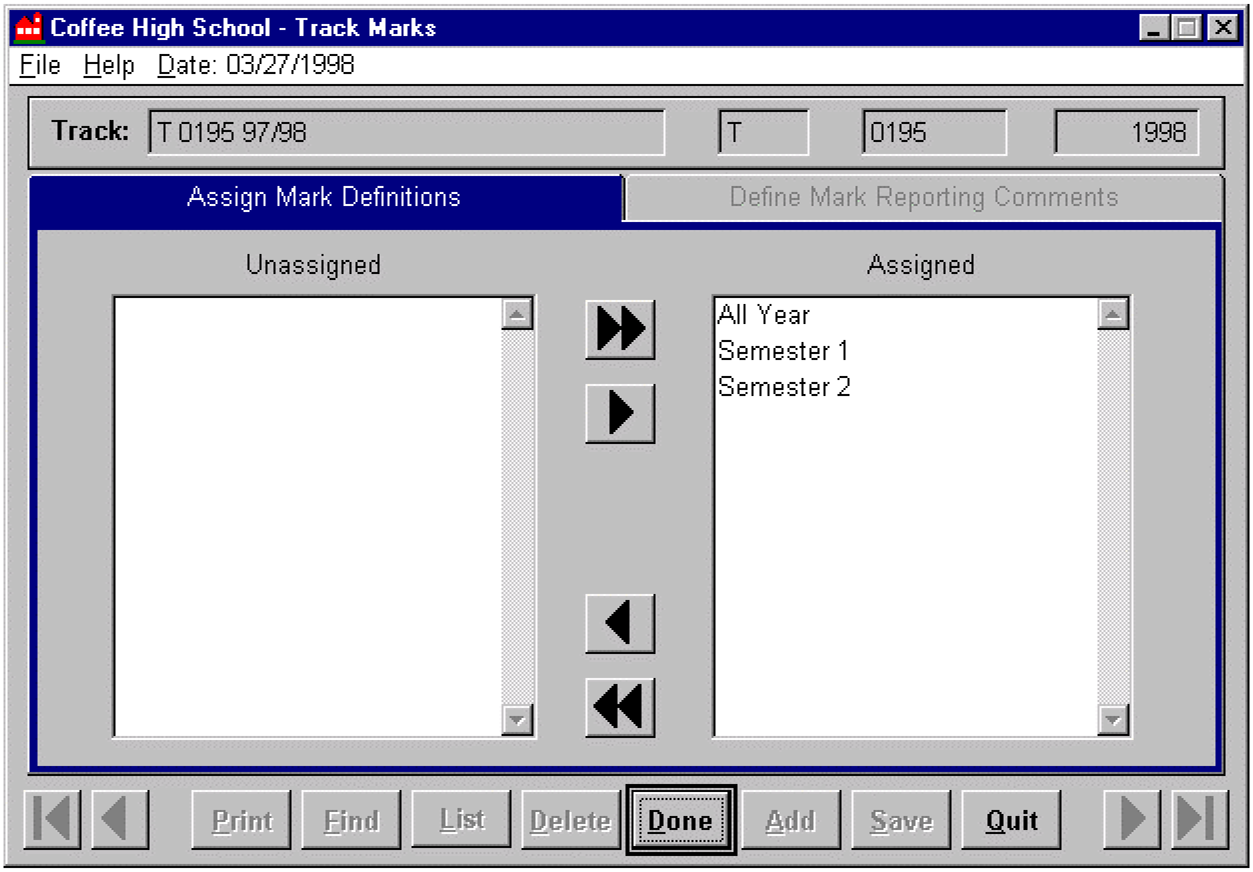
Launch the **Track Marks** application under the Mark Reporting Menu.
The application opens to the **"Assign Mark Definitions"** tab. In the left-hand column, is the list of unassigned Mark Definitions that were just created. On the right, is where the Mark Definitions will be listed once they are assigned to a Track.

First, you must select which Track you are going to Assign the Mark Definitions to. This is done using either the **List** feature or the **VCR buttons**. Now click **Edit**, and decide which Mark Definitions will be assigned to the Track.

To Assign ALL Mark Definitions to the Track, simply click the **Double Right Arrow** button, and ALL Mark Definitions from the left-hand column (titled "Unassigned") will be moved (assigned) to the right-hand column (titled "Assigned"). To move (assign) only one or more individually, simply select the Mark Definition from the left-hand column, click the **Single Right Arrow** button and only the selected Mark Definition will move from the left to the right. Click **Save** when you are done.

To remove a Mark Definition from a Track, simply select the one you want to remove from the column on the right (titled "Assigned") and arrow it over to the left ("Unassigned") column. The **Double Left Arrow** will remove all Mark Definitions from a selected Track.

This process will need to be repeated for each Track in your school.



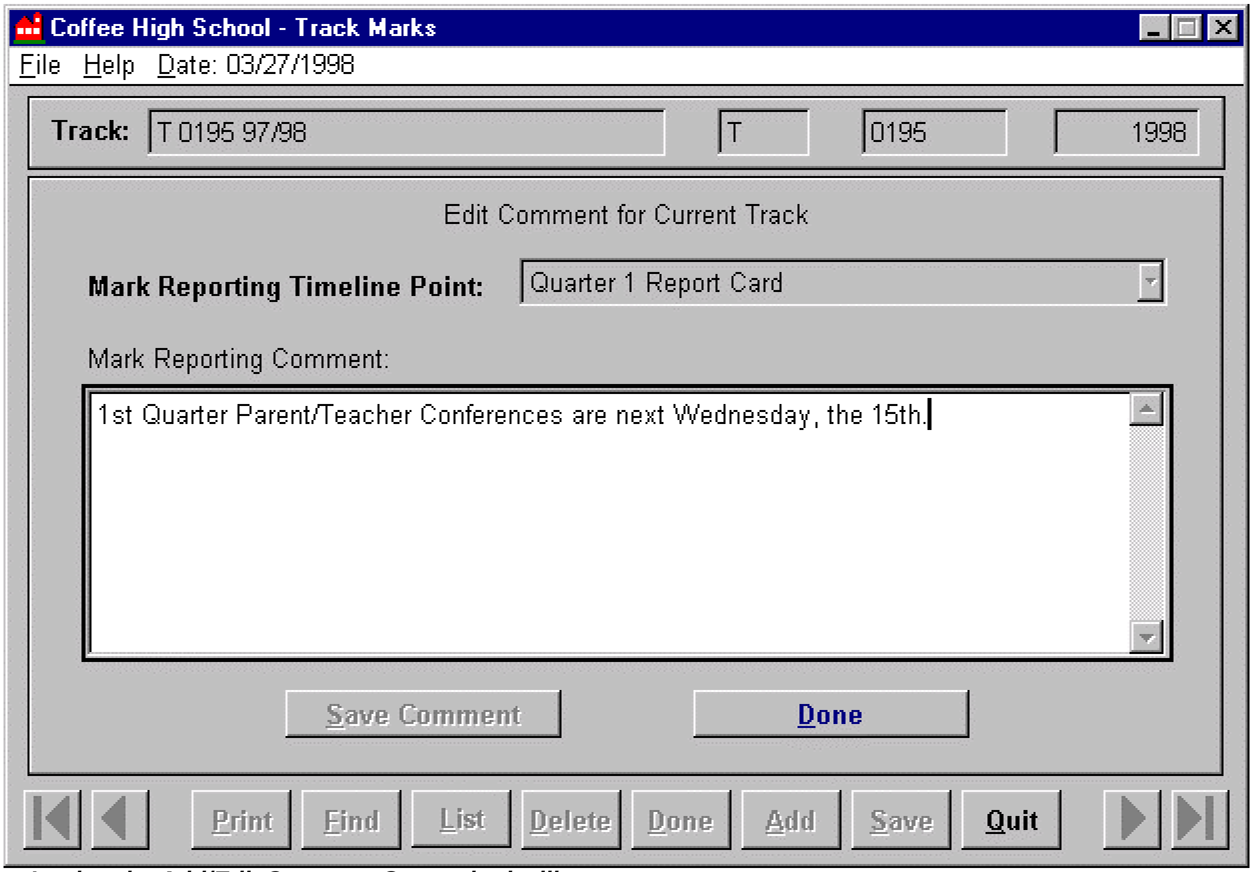
***Here's an example of a Track with** Mark Definitions Assigned.*

Here you can see that the **Mark Definitions** "All Year", "Semester 1", and "Semester 2" have been assigned to the "T0195 97/98" Track. This means that any of these Mark Definitions can be used for courses that are assigned to this Track. (The courses were assigned to the Track at a different time, before any scheduling was done. For more information on this, refer to the appropriate web documentation on scheduling.)

Add Mark Reporting Comments to Tracks

The next thing to associate with a Track is **Mark Reporting Comments**. These are general comments that will be printed for a specific **Mark Reporting Timeline Point**, within a Mark Definition. Remember, you already associated Timeline Points to each Mark Definition in the previous application ('Definitions'). Here, you are simply associating general comments to those timeline points.

To do this, select the Track you want to work with using either **List** or the **VCR buttons** and select the **"Define Mark Reporting Comments"** tab. To add a comment, click **Edit** and then **Add Comment**. Then, select the **Mark Reporting Timeline Point** you want the comment to relate to (from the drop-down box) and type in the comment in the **Mark Reporting Comment** field. Click **Save Comment** when you're done entering it. To add more comments, click **Add Comment** again and follow the same steps. To edit a comment, select the comment you want to change, click **Edit Comment,** and make the necessary changes. **Delete Comment** will delete a comment you have selected.



Here's what the Add/Edit Comment Screen looks like.

Here, for the **Mark Reporting Timeline Point** called "Quarter 1 Report Card", a comment was entered regarding upcoming Parent/Teacher conferences that will be printed when reports for this Timeline Point are run.

You can enter any type of comment that you wish, and this can be done for any Mark Reporting Timeline Point that you would like.

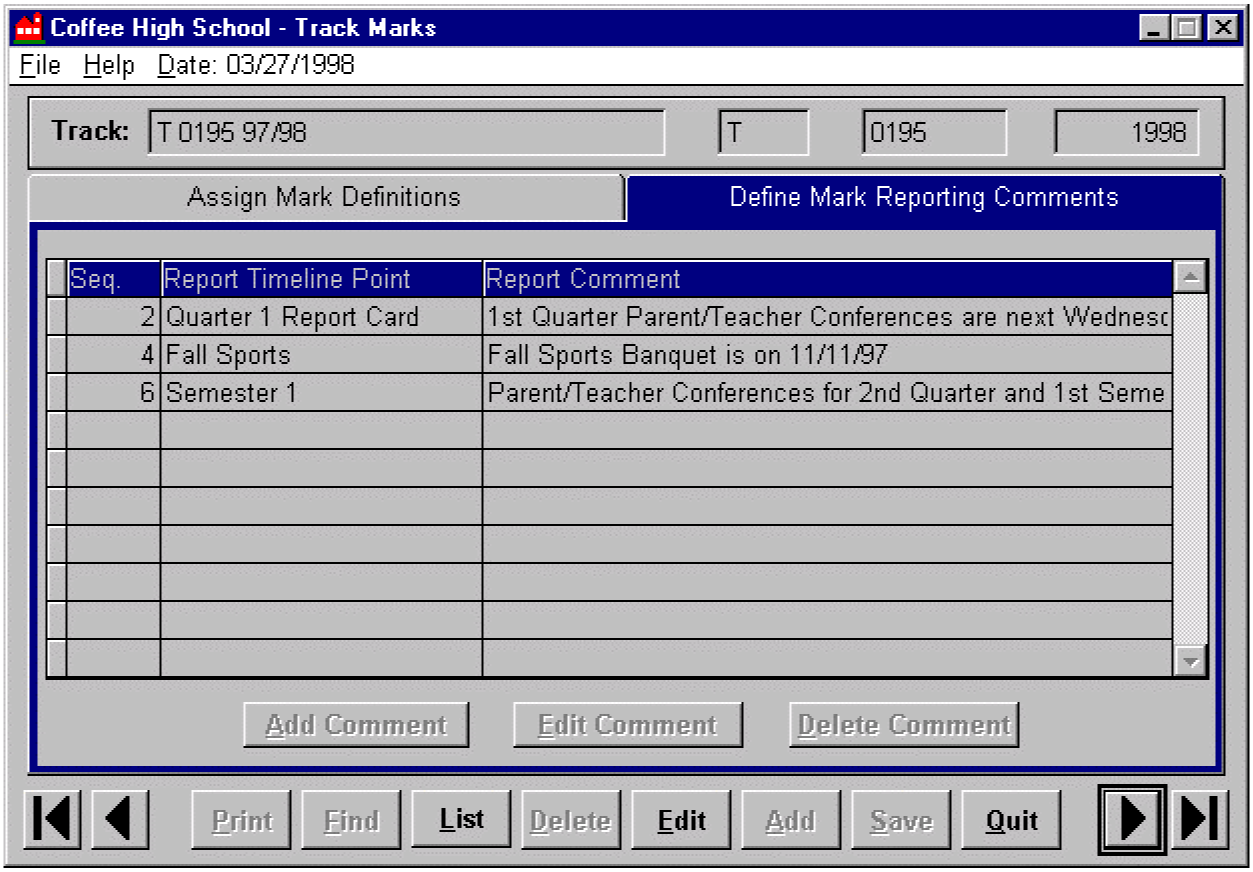
NOTE: Comments are also associated with particular Tracks. A comment you enter for the "Quarter 1 Report Card" Timeline Point in one Track, will not carry-over into your other Track(s) that use the "Quarter 1 Report Card" Timeline Point. Because of this, you may enter different comments for each of your Tracks. If you want the comments to be the same, you will have to manually add the same comments to your other Track(s).

In the following samples, you can see that different Mark Reporting Comments were used for the same Timeline Points (Seq. 2, "Quarter 1 Report Card") in different Tracks.

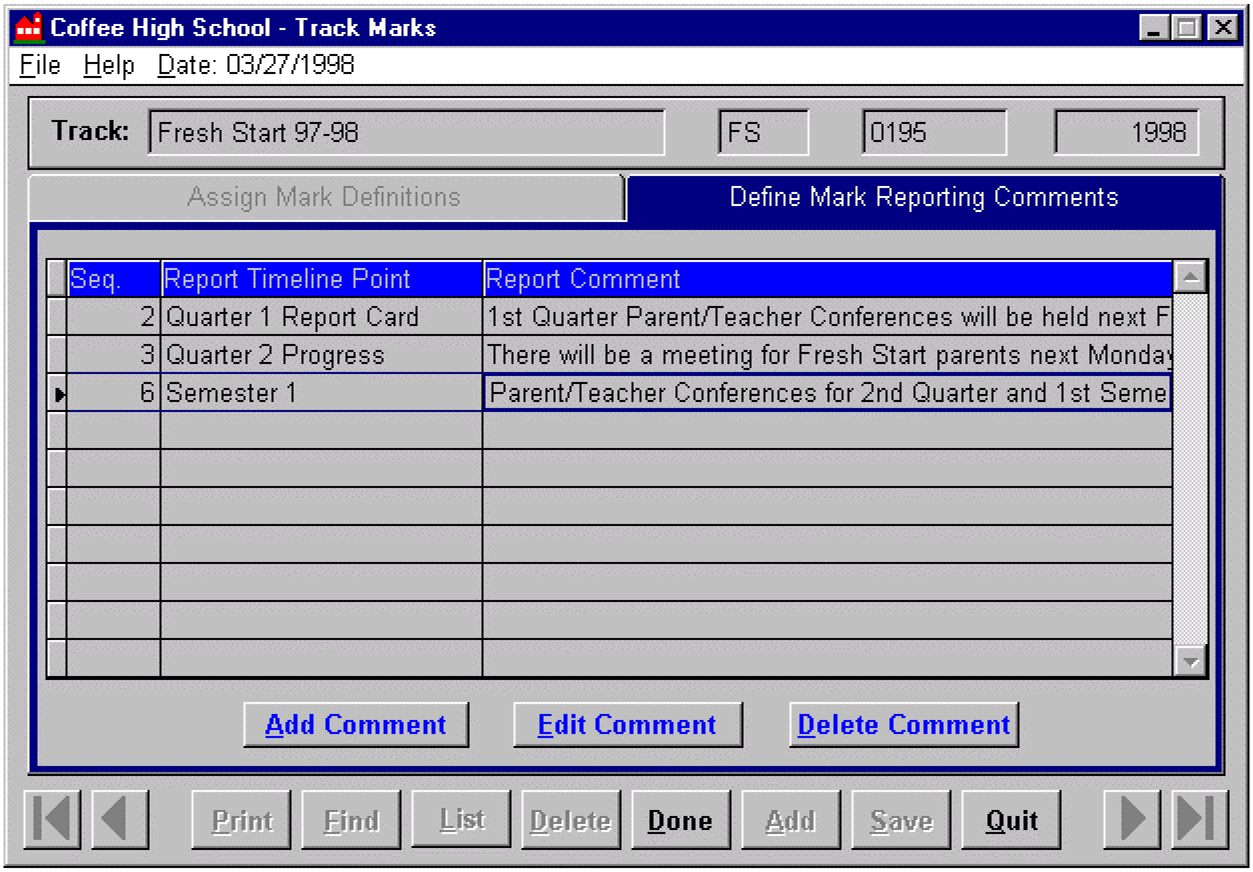
There is also an example of the same comment being typed in the same for both Tracks, for the same Timeline Point (Seq. 6, "Semester 1").

Also shown here, are Timeline Points with a comment in one Track, but not another (Seq. 4 in T 0195 97/98 vs. Seq. 3 in "Fresh Start 97-98").

Comments are completely customizable for each Track, and are not required for any Timeline Point at all.



Here's an example of the *Mark Reporting Comments* ***tab for Track "T 0195 97/98".***



Here's the *Mark Reporting Comments* ***tab for Track "Fresh Start 97-98".***

Associate Mark Definitions with Courses

Now that Mark Definitions have been associated with your Track(s), they need to be associated with each of your courses. This is done in the Master Schedule editor. To do this, you need to close out of the Track Marks application and go to the **Schedule Menu** from the Main Menu.

Launch the **Master Schedule** application and select the Track you are going to work on.

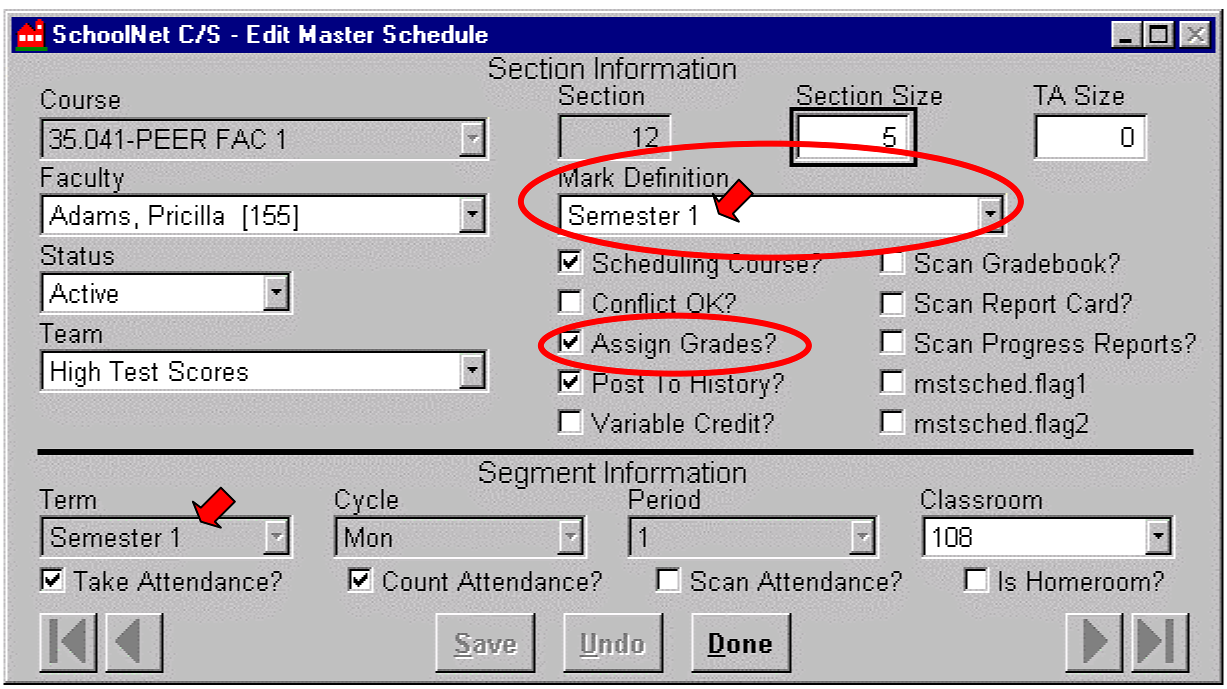
Each course that Marks are to be collected for must have two fields properly set in order for Marks to be processed.

Select a faculty member, and course from the faculty member's "grid" that Marks will be collected for, and click **Edit**. On the edit screen, the first thing that needs to be done is to check the **"Assign Grades?"** flag. This tells the system that Marks will be taken for this class.

Then, you must assign the class to a **Mark Definition** by selecting the appropriate Definition from the drop-down box. **Each course may only be associated with ONE Mark Definition; they can not be associated with multiple Mark Definitions.**

This is where the importance of making your Mark Definitions relate to your Track Timeline comes into play. For a course that is offered in the1st Semester, you will want to associate a Mark Definition that includes Timeline Points that are related to the 1st Semester. That is why in the samples given, the name "Semester 1" was given to one of our Mark Definitions.

It's much easier to assign Mark Definitions that follow a logical Track Timeline, and are named similarly to your Track Terms than it is to have a more random naming system for your Mark Definitions. For the Mark Reporting Timeline followed throughout this documentation, you would assign the "Semester 2" Mark Definition to courses offered in the 2nd Semester, and the "All Year" Mark Definition would be associated with courses that last the entire school year.



Master Schedule Edit Screen showing 'Assign Grades?' flagged and 'Mark Definition' related to 'Term'.

Each course in your Master Schedule will need to have this done if Marks are to be collected and processed for them. If there is a problem with a Mark Definition not showing as a choice, you may have to go back into Track Marks and check to make sure that the mark definition was Assigned to the proper Track.

NOTE: While you are editing sections in the Master Schedule Editor, you may also want to verify that other check-boxes related to Mark Reporting are properly check on or off.

Scan Report Card and Scan Progress Report should have a check in their check boxes if the selected section is to be included in the scanning of Marks.

Post to History should be checked on if the Marks received in the selected section should be included in the process that posts Marks to students' transcript records.

Variable Credit should be checked on if you will allow partial credit to be awarded for partial completion of this section of the selected course.

MARK VALUES

In this application, the Marks to be received, and their values, are defined. The marks to be received need to have been defined already in the Mark Set Codes table in the Table Editor. (i.e.: 'Letter Marks with +/-', 'Citizenship', etc.)

Add / Edit Mark Values

Launch the **Mark Values** application from the Mark Reporting menu. Select the Mark Set to work with using either the **List** feature of the **VCR buttons**.

To define Marks within the selected Mark Set, activate the **Edit** mode, and then click **Add**. You may now enter the first Mark and its values. Click **Add** for each Mark you want to add to the Mark Set. Click **Save** when you are done adding Mark values to each Mark Set.

The columns on the GPA Mark grid represent the following:

"Mark" – The name of the Mark.

"RCD Mark" (Report Card Mark) – How the Mark will appear on the Report Card.

"Trn Mark" (Transcript Mark) – How the Mark will appear on the transcript.

"Num Mark" – The numerical equivalent of the Mark, if applicable.

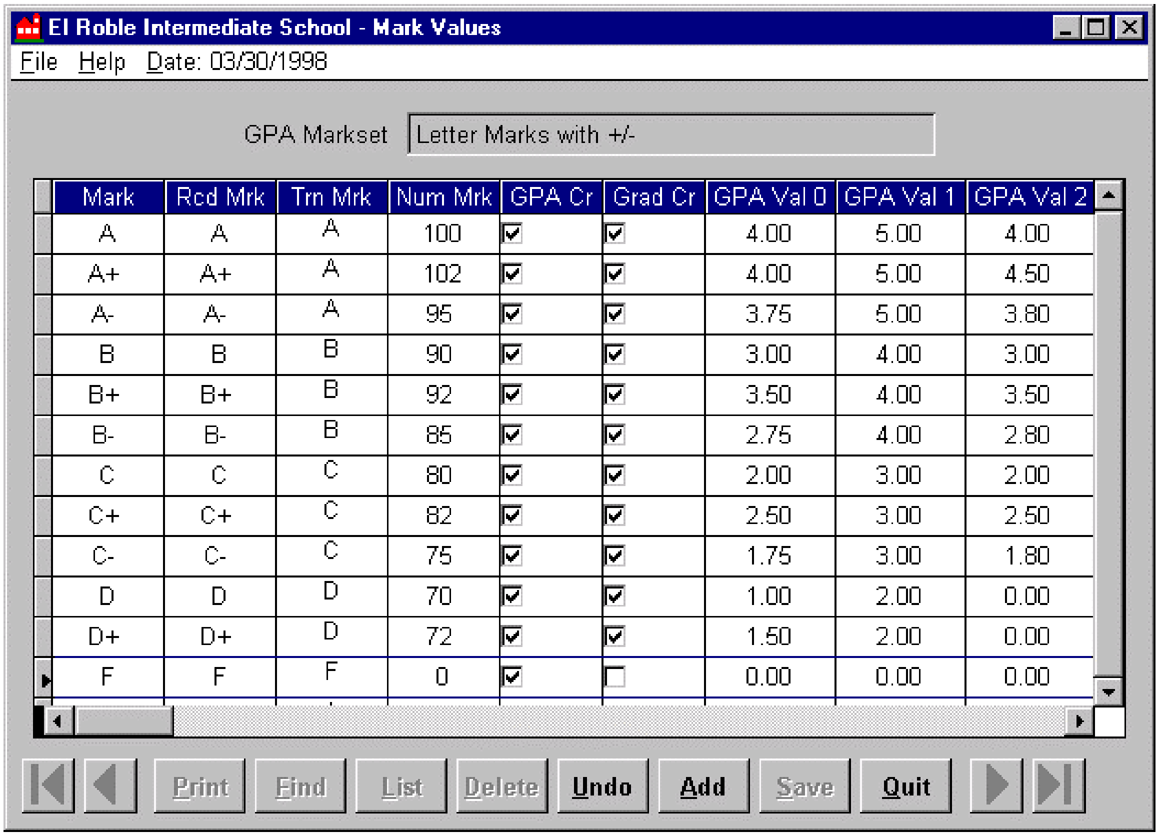
"GPA Cr" (Grade Point Average Credit) – Check this for Marks that will be counted in grade point averaging.

"Grad Cr" (Graduation Credit) – Check this box for Marks that will be counted towards graduation credit.

"GPA Val 0-9" (Grade Point Average Work Level Values) – Different grade point scales can be used for different courses. Honors and Advanced Placement courses, for example, can have higher grade point scales than regular work level courses. The default GPA Level of a course is '0', so it would be wise to use the 'GPA Val 0' column as your basic, regular work level, grade point scale. The GPA Values for each course are set-up in the District Courses application, under the System Menu (this will be explained in greater detail later in this section of the Mark Reporting documentation).

To Edit or Delete Mark values, select the Mark, click **Edit** and make the necessary changes; or select the Mark you want to erase and click on **Delete**. When you delete, you will be prompted to verify that you want to delete the Mark.

Examples of completed Mark Set Values are on the following pages:



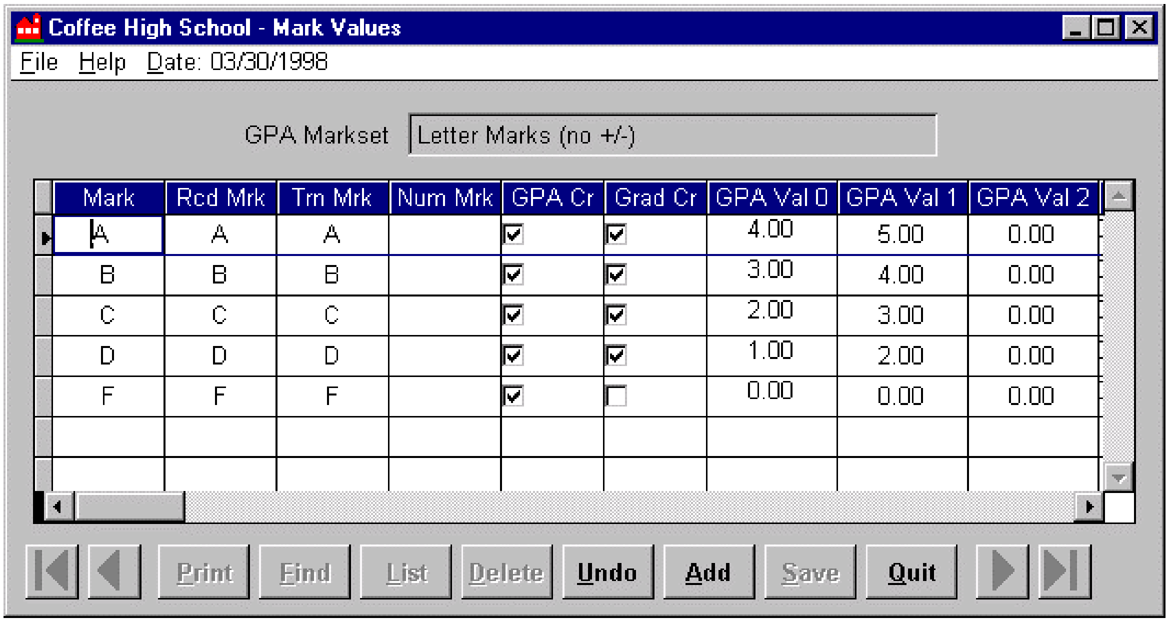
Mark	Rcd Mrk	Trn Mrk	Num Mrk	GPA Cr	Grad Cr	GPA Val 0	GPA Val 1	GPA Val 2
A	A	A	100	☑	☑	4.00	5.00	4.00
A+	A+	A	102	☑	☑	4.00	5.00	4.50
A-	A-	A	95	☑	☑	3.75	5.00	3.80
B	B	B	90	☑	☑	3.00	4.00	3.00
B+	B+	B	92	☑	☑	3.50	4.00	3.50
B-	B-	B	85	☑	☑	2.75	4.00	2.80
C	C	C	80	☑	☑	2.00	3.00	2.00
C+	C+	C	82	☑	☑	2.50	3.00	2.50
C-	C-	C	75	☑	☑	1.75	3.00	1.80
D	D	D	70	☑	☑	1.00	2.00	0.00
D+	D+	D	72	☑	☑	1.50	2.00	0.00
F	F	F	0	☑	☐	0.00	0.00	0.00

Mark Values for 'Letter Marks with +/-' Mark Set.

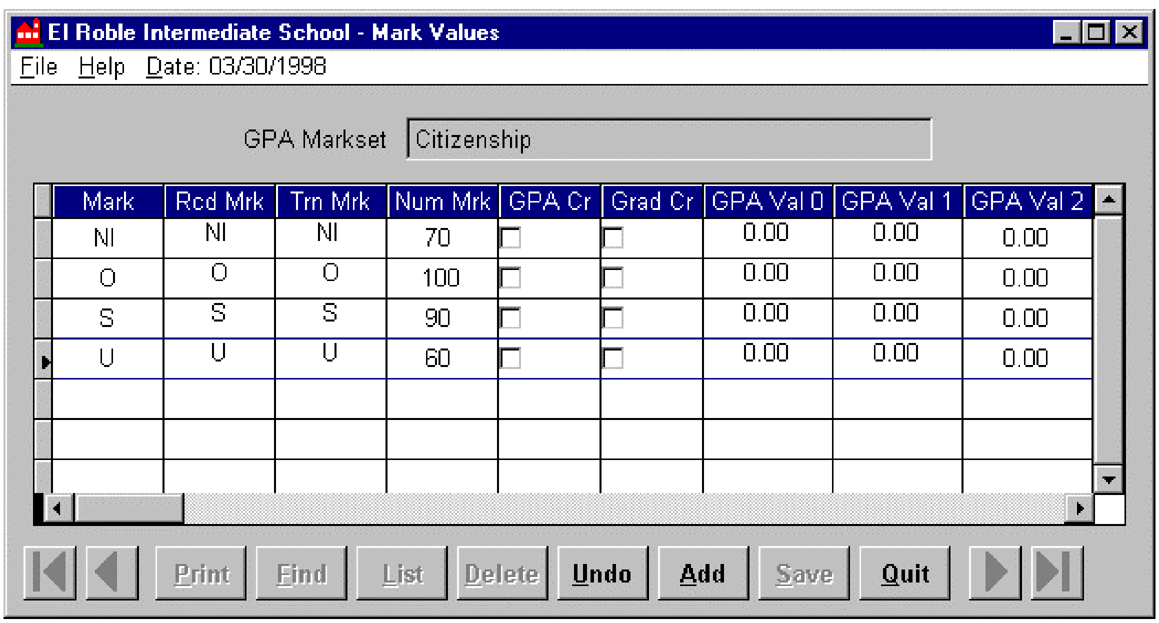
In this set of values, several differences can be seen between the related columns. In most cases, grades are not posted to a transcript with a plus or a minus. So in the column titled **'Trn Mark',** the Mark Values were entered as such.

Also in this example, the 'F' Mark is calculated into students GPA, but it is not counted towards a student's graduation credits, since the course was not passed and the **"Grad Cr"** check-box was not checked.

The **GPA Values** in this Mark Set were set to award higher grade points for higher work level courses. **'GPA Val 0'** was used as a base 4.0 grading scale**. 'GPA Val 1'** was used as an Advanced Placement 5.0 scale. **'GPA Val 2'** was used as an Honors course scale where Marks receive an added .50 compared to the regular 4.0 scale. The scales are completely customizable, and up to ten can be defined per school. (Again, the GPA Values must be set for each course in District Courses.)



Mark Values ***for 'Letter Marks (no +/-)' Mark Set.***



Mark Values ***for 'Citizenship' Mark Set.***

This Mark Set is used for Citizenship Marks. Since Citizenship Marks are generally not calculated into the students GPA or counted towards their graduation credits, those check boxes are not checked, and the GPA Values for the Marks are unset.

Here, the **Numeric Mark** column is used to assign numeric values for use in **Honor Roll** eligibility calculations. Briefly, a numeric cut-off can be defined when posting eligibility records. This way, Citizenship Marks may be used as a dis-qualifier from the Honor Roll. Here, anything less than a

‘Satisfactory’ (‘S’) Mark in citizenship would disqualify a student from the Honor Roll if the cut-off was set to ‘71’ when running the Honor Roll Report.

When you are finished editing / adding to the Mark Set Values, click **Save** and then **Quit**. You now need to define the GPA Work Levels (‘GPA Val’) of each course.

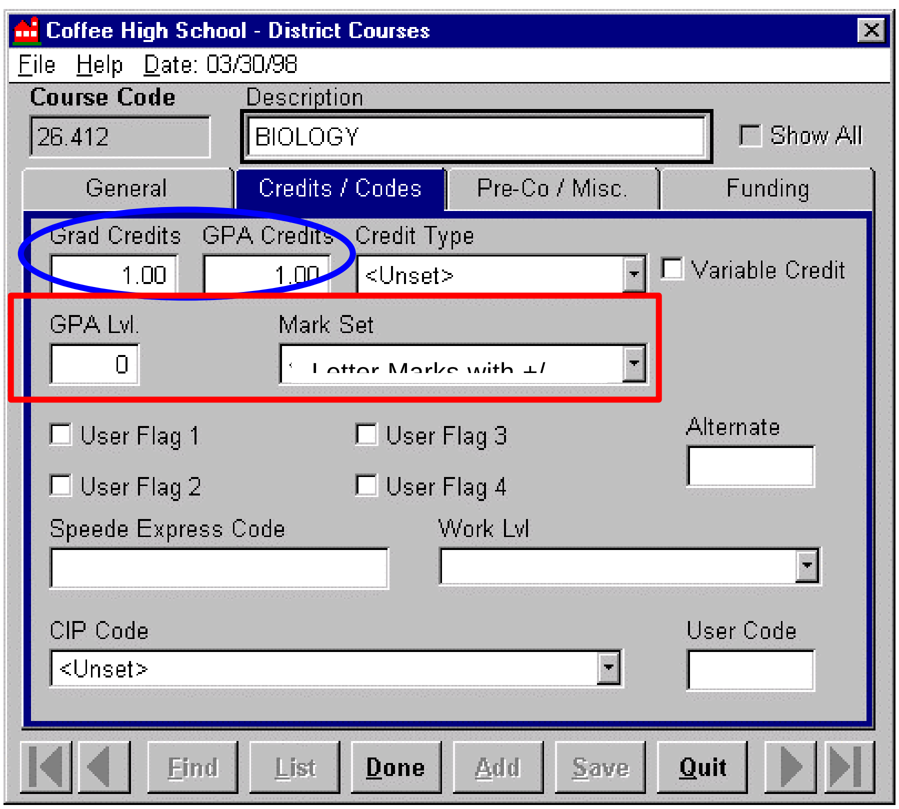
> NOTE: Schools using Numeric Marks (0-100) will need to enter a Mark Value for every possible Numeric Mark that a student can earn. That may mean adding 100 lines, on for each possible number, along with its GPA Value. The same number should be duplicated in the Num Mark column also.

Define GPA Levels of Courses

To define the GPA Values of each course, you need to launch **District Courses** from the System menu.

Select the course to edit with either the **List** feature or the **VCR buttons**, and click **Edit**. Go to the **Credits / Codes** tab. Decide which GPA Level you will use for the course you select and which Mark Set it’s valued are defined in. Since you will likely have more than one Mark Set, each with it’s own set of GPA values, you need to tell the system where to look to pull the appropriate GPA scale.

Select the Mark Set, and type in the appropriate GPA Work Level Value in the **‘GPA Lvl’** field. You may also want to define the 'Grad Credits' and the 'GPA Credits' awarded for the course while you are setting the GPA Level.



For the course shown, the standard ‘4.0’ grading scale (‘GPA Val. 0’) that was defined for the Mark Set called ‘Letter Marks with +/-‘ will be used in GPA calculations. Students will also receive ‘1.00’ credits for successful completion and ‘1.00’ credits in the Grade Point Average calculation (this value is normally the same as a credit).

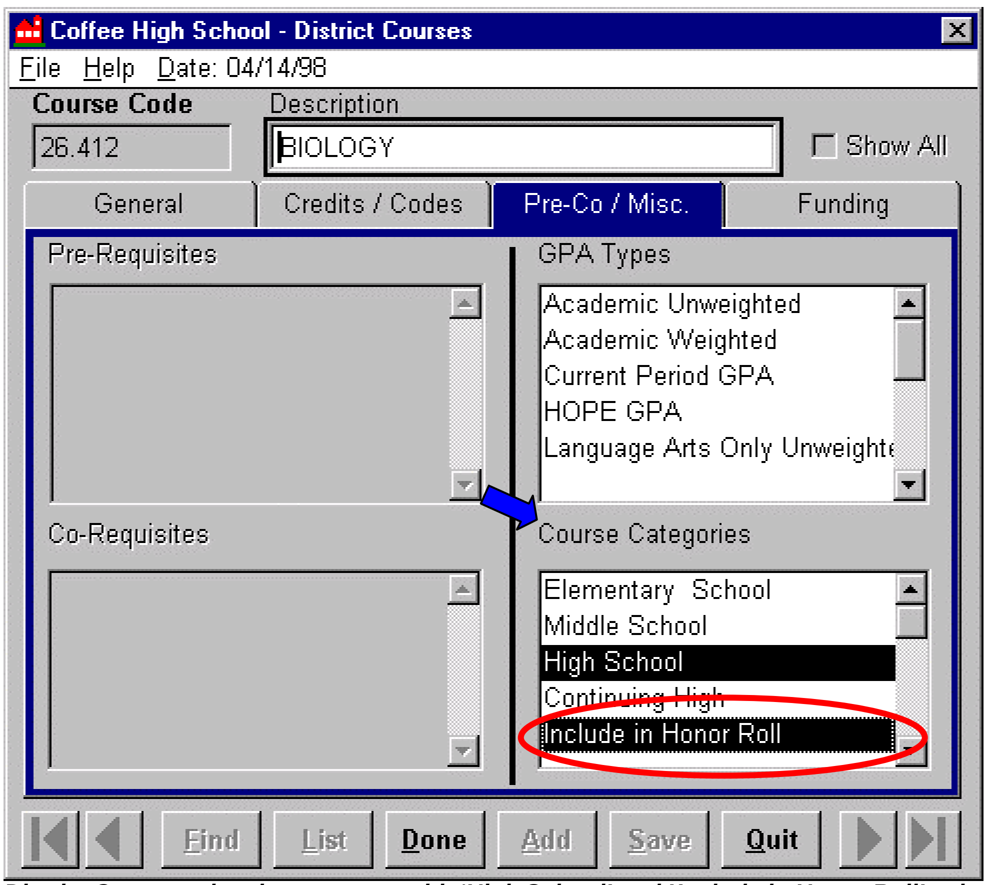
Now go to the Pre-Co/Misc. Tab to perform set-up for the Honor Roll.

Set-Up for Honor Roll

While you are in District Courses, it is also a good idea to select which of your courses will be included in Honor Roll and eligibility calculations. This is done on the **‘Pre-Co/Misc.’ Tab** of District Courses.

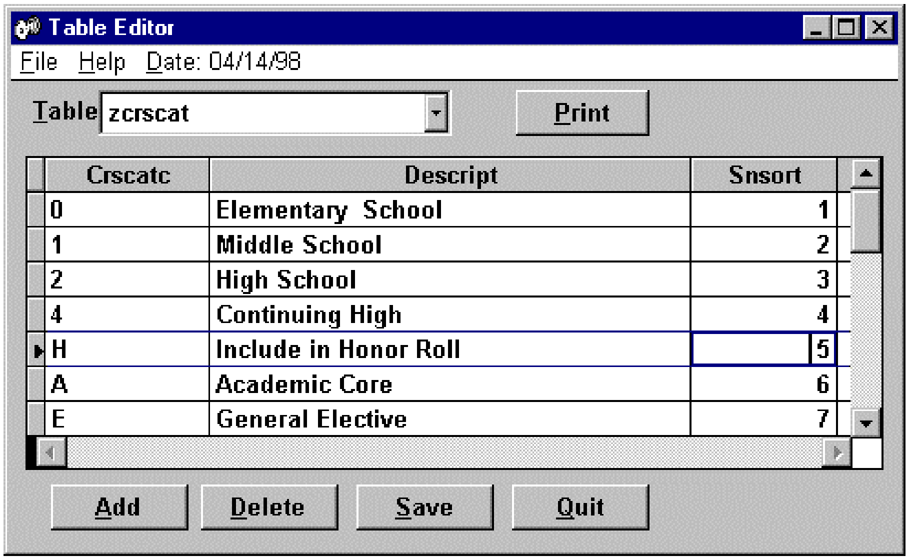
Go to the Course Categories box and scroll through the list of choices until you **find ‘Include in Honor Roll’**. Use the mouse to make this selection. If this is the only choice that is to be selected for the course, you will simply make the selection by clicking on **‘Include in Honor Roll’.** If another category is also to be chosen (i.e., you want to choose both ‘High School’ and ‘Include in Honor Roll’) you will need to do a control-click to keep both choices selected. If you do not do a control-click, only the last selection you make will be honored.

Only courses that have the ‘Include in Honor Roll’ flag selected will be included in Honor Roll and eligibility listings and calculations.



District Courses showing a course with ‘High School’ and ’Include in Honor Roll’ selected under Course Categories.

NOTE: If 'Include in Honor Roll' is not yet a choice, it will need to be added to the **Course Category codes** (zcrscat) in the Table Editor. Once it has been added there, you can return to District Courses and make the proper selection.



When you are done with your selections in District Courses, click **Save** and then **Quit**.

COMMENTS

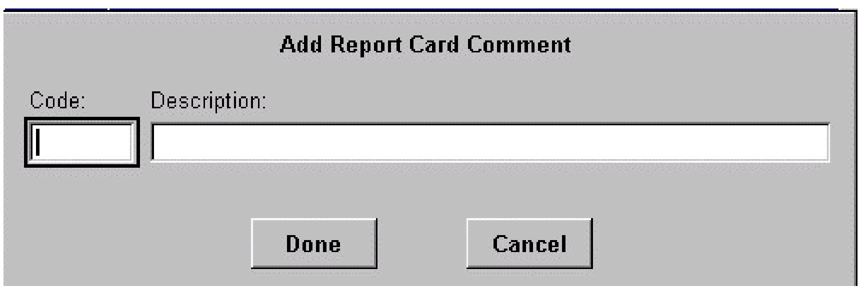
This is the final step in the Mark Reporting Set-Up process. This application is used for setting-up predefined comments from the teacher that can be included on an individual report card. The comments used are based on the code numbers defined here that are entered in the Mark Entry applications.

Add / Edit Report Card Comments

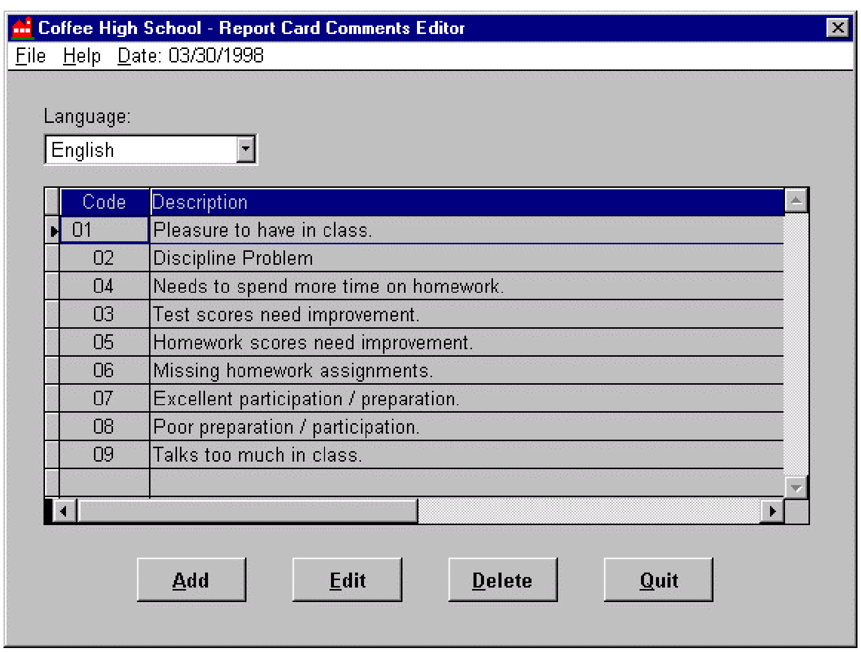
Launch the **Comments** application from the Mark Reporting Menu.

Comments are grouped by language. Select a **Language** from the drop-down box.
Click on **Add** to add a comment. Enter a **Code** number and type the **Comment** that will correspond to the code.

To Edit or Delete Comments, select the Comment, click **Edit** and make the necessary changes; or select the Comment you want to erase and click on **Delete**.



This is what the *Add/Edit* ***Report Card Comment window looks like.***



Here's an example of a completed set of Report Card Comments to the English Language.

The language selection will come into play when Progress Reports and Report Cards are printed. There will be options to print both reports based on either the student's language or the contact's language.

What's Next?

The Mark Reporting Set-Up process should now be complete. You may now launch either the **Student Entry** or **Class Entry** application from the Mark Reporting menu and begin entering Marks for students. Follow the Mark reporting – Mark Entry and Related Reports documentation for procedures and details.